
Volunteer Service Program FACT SHEET

1999 Summer & Fall Internships



STUDENT INTERNSHIP OPPORTUNITIES

U.S. Department of Housing & Urban Development, Office of Community Planning & Development, Washington, D.C. 20410

Most of the interns working with CPD in the recent past come to HUD through a Federal program called the **"Volunteer Service Program"**. This program is one of the National Student Employment Programs created to offer students the opportunity to gain career-related work experience. The training opportunities offer unpaid internships related to a student's academic program and allows undergraduate and graduate level students to gain career options as well as aiding in developing personal and professional skills.

The students also gain academic credit for the work performed while interning with HUD as determined by their university or internship program. As another benefit for participants of the program; should they decide to seek careers with the federal government, work experience from their internships may be considered relevant for consideration for permanent employment with a federal agency.

Students participating in the "Volunteer Service Program" are to be involved in **professional projects and activities** during their tenure with their assigned program office. These assignments run the gamut from policy to

research oriented projects and will differ from office to office, but all work assignments should provide these students with stimulating and challenging work that will prove to be beneficial for both the host Federal agency as well as the participants during their tenure with CPD.



An "agreement" must be provided and processed with both the student's academic institution and the host Federal agency. This agreement is designed to outline the responsibilities of each partner; it identifies the type of assignment and the conditions under which the student will work, **e.g., length of assignment, program office assignment, brief description of proposed work**. The required agreement, along with the student's resume [NOTE: A resume may be substituted in lieu of a SF-171 **BUT MUST INCLUDE DATE OF BIRTH AND SSN#**] and a **copy of the student's official transcript must be provided** and processed prior to bringing a volunteer participant on board. If an official transcript is not available, a List of College Courses and Certificate of Scholastic Achievement (OPM Form 1170) must be properly completed and appropriate signatures obtained prior to employment.

The documentation is required by the U.S. Office of Personnel Management (OPM). The Office of Personnel Training (OPT) maintains this information as an official record of employment and protects the student and Agency in the event that the student is injured on the job.

Depending on the program/school that the interns are recruited from will determine how many days a week they will be available. In the past, many of the interns HUD has had are available anywhere between two to five full-time days a week, it just depends on the way their participating program is set up.



U. S. Department of Housing and Urban Development
COMMUNITY PLANNING AND DEVELOPMENT
Office of Administration
Washington, D.C. 20410-7000

VOLUNTEER SERVICE PROGRAM WORK AGREEMENT

I agree to work without financial remuneration (pay) for the Department of Housing and Urban Development (HUD) to gain experience related to my field of study or specialization and to learn about the programs of HUD and possible career opportunities. I will perform whatever duties are required by the organizational unit as stated below:

Organizational Unit = CPD Program Office:

Supervisor's Signature = _____

Duration of Internship (start & end dates) = _____

Statement of Duties = Assisting CPD staff of assigned CPD program office with a variety of tasks which include but is not limited to coordinating CPD on-going work activities, researching pertinent materials, writing and preparing reports, special projects as assigned, and exposure to a variety of ongoing program priorities within CPD.

Volunteer's Signature = _____

In accepting this employment, _____ is fulfilling a requirement for
(volunteer)

(school/college/university)

Academic credit / IS /IS NOT being granted. [circle one].

School/College/University = _____

School Representative's

Signature = _____

Date

HUD Approving Official

Signature = _____

Date

(Title)



U. S. Department of Housing and Urban Development
COMMUNITY PLANNING AND DEVELOPMENT
Washington, D.C. 20410-7000

VOLUNTEER SERVICE PROGRAM Student Volunteer Information

NAME OF STUDENT: _____

SCHOOL/COLLEGE/UNIVERSITY NAME _____ AND

ADDRESS: _____

HUD LOCATION: U.S. Department of Housing and Urban Development
Community Planning and Development Division
451 7th Street, S.W., Washington, D.C. 20410

Program Office: _____

STUDENT RESPONSIBILITIES

The student is responsible for performing the tasks of the assignment in a satisfactory manner.

The student is responsible for complying with the Tort Claims Act and other applicable laws and regulations, e.g., Privacy Act, Standards of Conduct, disclosure of information, etc.

(If appropriate) The student is responsible for completing all requirements to receive course credit for the volunteer service that may be imposed by the school.

SCHOOL RESPONSIBILITIES

The school is responsible for informing the Department of any changes in the student's academic status.

(If appropriate) The school agrees to give course credit to the student upon satisfactory completion of this *volunteer service program* assignment.

DEPARTMENTAL RESPONSIBILITIES

The school will be informed by the student's supervisor of the student's performance upon completion of the assignment. The Department (HUD) will provide career-related assignments to the student while he/she is serving as a volunteer. The school will be informed of the student's time and attendance by a letter from the student's Administrative Officer in accordance with an agreed upon time period (e.g. every two weeks, every month, at end of the assignment). [If appropriate]

TIME PERIOD AGREED UPON: _____
[Days of the week available for internship]

ELIGIBILITY AND PROGRAM INFORMATION

The above named student is enrolled in at least a half-time curriculum at the aforementioned school/college/university. (If appropriate) The student will receive course credit for his/her volunteer service with the Department of Housing and Urban Development.

The student will work _____ [proposed hours per week] for

_____ [length of assignment]. The service may be extended if it is clearly understood that the volunteer service will not lead to paid employment and the extension is agreed to by all parties signing this agreement. An extension agreement will be prepared and signed by all participating parties to document any or all changes in the work assignment.

A student may terminate his/her volunteer service work assignment at any time for reasons such as completion of the project, school workload is too heavy/demanding to continue working, illness, etc. The student is under no obligation to complete the full length of the assignment stated above.

The student will not receive any pay from the Department (HUD) for services rendered as he/she is serving as a volunteer under 5 U.S.C. 3111. This service is not creditable for leave accrual purposes or any other employee benefits.

The student is NOT a Federal employee for any purpose except injury compensation and laws related to the Tort Claims Act. This volunteer service does NOT imply that the student is assured a paid job in the future.

Name of School/College/University

**Academic Institution's
Organizational Official Signature**

Date

HUD Administrative Officer

Date

HUD Authorizing Official

Date

Volunteer Student Signature

Date



Volunteer Service Program Student Information
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